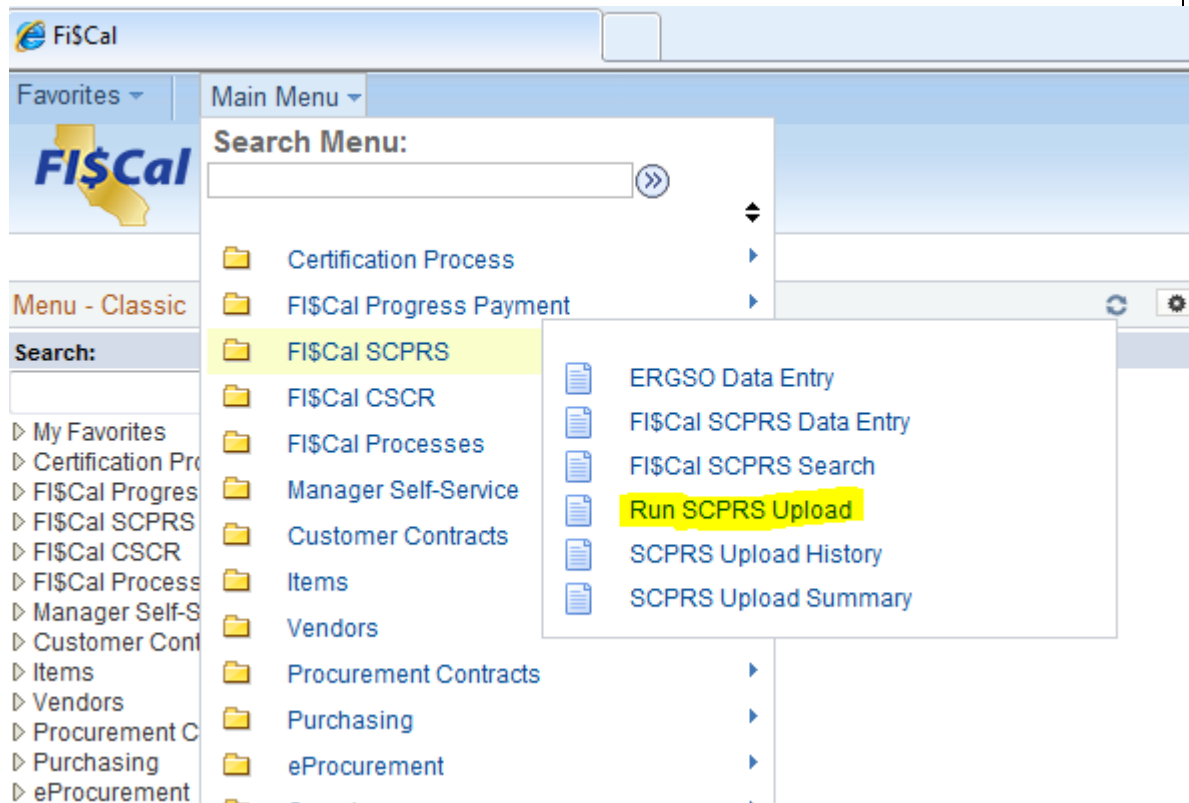


SCPRS Upload

Step	Action
1	Log in to FI\$Cal
2	Click "Main Menu"
3	Click "FI\$Cal SCPRS"
4	Click "Run SCPRS Upload"



The screenshot displays the FI\$Cal web application interface. At the top, there is a header bar with the FI\$Cal logo and a search bar. Below the header, there is a navigation menu with a 'Main Menu' dropdown. The 'Main Menu' dropdown is open, showing a list of categories: Certification Process, FI\$Cal Progress Payment, FI\$Cal SCPRS (highlighted), FI\$Cal CSCR, FI\$Cal Processes, Manager Self-Service, Customer Contracts, Items, Vendors, Procurement Contracts, Purchasing, and eProcurement. The 'FI\$Cal SCPRS' category is expanded, showing a list of options: ERGSO Data Entry, FI\$Cal SCPRS Data Entry, FI\$Cal SCPRS Search, Run SCPRS Upload (highlighted), SCPRS Upload History, and SCPRS Upload Summary.

5

Click “Add a New Value”

Run SCPRS Upload

Find an Existing Value Add a New Value

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

6

In the Run Control ID field, enter a name for your Upload document

7


Click “Add” button

8

Enter your 4 digit Business Unit

Favorites ▾


Main Menu ▾ > FISCAL SCPRS ▾ > Run SCPRS Upload



SCPRS File Upload

Run Control ID: attempt1 Report Manager Process Monitor Run

Run Control Parameter


*Business Unit: 

File Type

☐ SCPRS CSV Upload ☐ Subcontractors & SB/DVBE CSV Upload ☐ XML Upload

Attached File

Attached File: Attach

 Save

9

Select "SCPRS CSV Upload" button


Favorites ▾ Main Menu ▾ > Fi\$Cal SCPRS ▾ > Run SCPRS Upload

Fi\$Cal

SCPRS File Upload

Run Control ID: attempt1 [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control Parameter


*Business Unit: 

File Type

☐ SCPRS CSV Upload ☐ Subcontractors & SB/DVBE CSV Upload ☐ XML Upload

Attached File

Attached File: [Attach](#)

 Save

10

Click “Attach”

Favorites ▾ Main Menu ▾ > Fi\$Cal SCPRS ▾ > Run SCPRS Upload

Fi\$Cal

SCPRS File Upload

Run Control ID: attempt1 [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control Parameter

*Business Unit: 🔍


File Type

☐ SCPRS CSV Upload ☐ Subcontractors & SB/DVBE CSV Upload ☐ XML Upload

Attached File

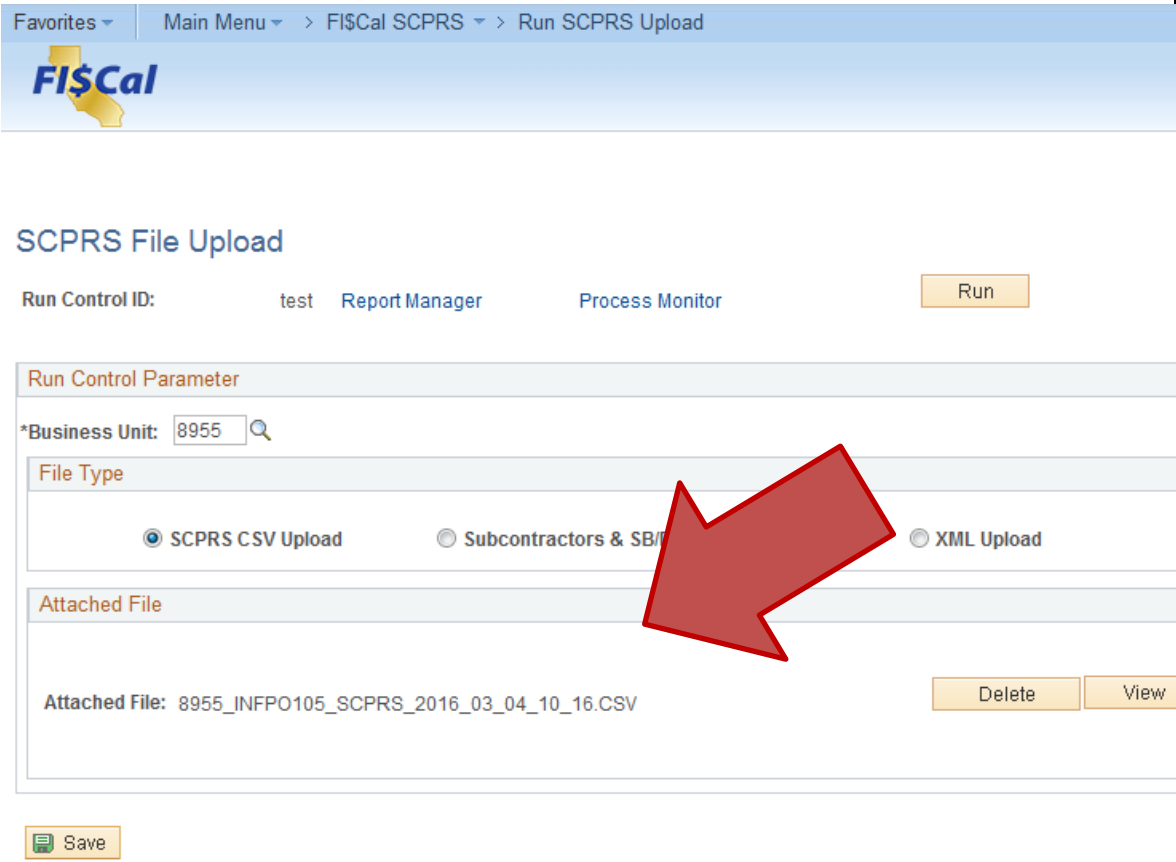
Attached File: [Attach](#)

[Save](#)



11

Locate the CSV file provided by DGS eProcure SUPER Team

12	Once selected, the file name will show.
13	<p>Click “Save”</p> 
14	Click “Run”

15

Click "OK" (Do not change any values if you would like the upload to happen now.)

[Favorites](#) > [Main Menu](#) > [FI\\$Cal SCPRS](#) > [Run SCPRS Upload](#)

FI\$Cal

Process Scheduler Request

User ID 10009186 Run Control ID Procedures

Server Name Run Date 06/27/2016

Recurrence Run Time 11:33:10AM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SCPRS Upload	ZZ_SCUPL	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

16

Click [Process Monitor](#) hyperlink

[Favorites](#) > [Main Menu](#) > [FI\\$Cal SCPRS](#) > [Run SCPRS Upload](#)

FI\$Cal

SCPRS File Upload

Run Control ID: test [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control Parameter

*Business Unit: 8955

File Type

☒ SCPRS CSV Upload
 ☐ Subcontractors & SB/DVBE CSV Upload
 ☐ XML Upload

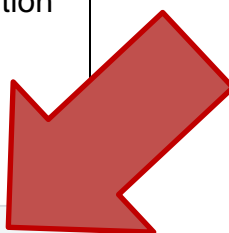
Attached File

Attached File: 8955_INFPO105_SCPRS_2016_03_04_10_16.CSV
 [Delete](#) [View](#)

[Save](#)

16

From the Process Monitor page, click “Refresh” until Run Status and Distribution Status say Success and Posted.



Process List | Server List

View Process Request For

User ID Type Last 1 Days

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

Process List								Personalize	Find	View All	First	1 of 1
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status				
<input type="checkbox"/>	607254		PSJob	ZZ_SCUPL	10009186	06/27/2016 11:33:10AM PDT	Processing	N/A				

[Go back to Run SCPRS Upload](#)

[Process List](#) | [Server List](#)

Process List | Server List

View Process Request For

User ID Type Last 1 Days

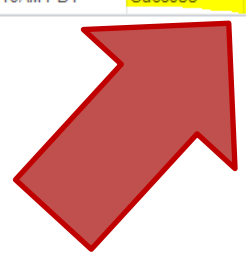
Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

Process List								Personalize	Find	View All	First	1 of 1
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status				
<input type="checkbox"/>	607254		PSJob	ZZ_SCUPL	10009186	06/27/2016 11:33:10AM PDT	Success	Posted				

[Go back to Run SCPRS Upload](#)

[Process List](#) | [Server List](#)



17

Go to the breadcrumbs at the top of the screen and from “FI\$Cal SCPRS” select “SCPRS Upload History”

The screenshot shows the FI\$Cal SCPRS Process Monitor interface. The breadcrumb trail at the top is: Favorites > Main Menu > FI\$Cal SCPRS > Run SCPRS Upload > Process Monitor. A dropdown menu is open under 'FI\$Cal SCPRS', showing the following options: ERGSO Data Entry, FI\$Cal SCPRS Data Entry, FI\$Cal SCPRS Search, Run SCPRS Upload, **SCPRS Upload History** (highlighted in yellow), and SCPRS Upload Summary. Below the dropdown, there are search and filter fields for User ID (10009186), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is on the right. Below these fields is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and De. The table contains one row with Instance 607254, Process Type PSJob, Process Name ZZ_SCUPL, User 10009186, Run Date/Time 06/27/2016 11:33:10AM PDT, Run Status Success, and Distribution Status Posted. Below the table are links for 'Go back to Run SCPRS Upload', 'Save', 'Notify', and 'Process List | Server List'.

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	De
<input type="checkbox"/>	607254		PSJob	ZZ_SCUPL	10009186	06/27/2016 11:33:10AM PDT	Success	Posted	De

Go back to Run SCPRS Upload

Save Notify

Process List | Server List

18

This process may take a minute to run.

19

Locate your Upload in the SCPRS Upload History

[Favorites](#) > [Main Menu](#) > [Fi\\$Cal SCPRS](#) > [SCPRS Upload History](#)

Fi\$Cal

SCPRS Upload History

[Personalize](#) | [Find](#) | [View 100](#) | [Print](#) | [Calendar](#) | [First](#) 1-8 of 548 [Last](#)

File ID	Upload Status	Date	System File Name	File Name	User	Orders	Warning Count	Error Count
1 928	Error	06/27/16 11:20AM	9276072512015-1013_scprs_upload.csv	2015-1013_scprs_upload.csv	Department Buyer	1	0	1
2 926	Error	06/24/16 10:47AM	9256071832015-1013_scprs_upload.csv	2015-1013_scprs_upload.csv	Department Buyer	1	0	1
3 924	Error	06/24/16 10:40AM	9236071772015-1013_scprs_upload.csv	2015-1013_scprs_upload.csv	Func VP1 User with no Security	1	0	1
4 922	Error	06/23/16 12:30AM	orders20160622-230049.xml	orders20160622-230049.xml	FISCAL BATCH Process ID	5	0	1
5 921	Success	06/22/16 4:21PM	9206065731658.csv	1658.csv	Nora Gragert	1	0	0
6 919	Success	06/22/16 4:05PM	9186064961230.csv	1230.csv	Nora Gragert	1	0	0
7 917	Success	06/22/16 9:10AM	9166049631639.csv	1639.csv	Nora Gragert	1	0	0
8 915	Success	06/22/16 8:44AM	9146049081646.csv	1646.csv	Nora Gragert	1	0	0

20

Click on the **Error Count** hyperlink to view errors.


[Favorites](#) > [Main Menu](#) > [Fi\\$Cal SCPRS](#) > [SCPRS Upload History](#)

Fi\$Cal

SCPRS Upload History

[Personalize](#) | [Find](#) | [View 100](#) | [Print](#) | [Calendar](#) | [First](#) 1-8 of 548 [Last](#)

File ID	Upload Status	Date	System File Name	File Name	User	Orders	Warning Count	Error Count
1 928	Error	06/27/16 11:20AM	9276072512015-1013_scprs_upload.csv	2015-1013_scprs_upload.csv	Department Buyer	1	0	1
2 926	Error	06/24/16 10:47AM	9256071832015-1013_scprs_upload.csv	2015-1013_scprs_upload.csv	Department Buyer	1	0	1
3 924	Error	06/24/16 10:40AM	9236071772015-1013_scprs_upload.csv	2015-1013_scprs_upload.csv	Func VP1 User with no Security	1	0	1
4 922	Error	06/23/16 12:30AM	orders20160622-230049.xml	orders20160622-230049.xml	FISCAL BATCH Process ID	5	0	1
5 921	Success	06/22/16 4:21PM	9206065731658.csv	1658.csv	Nora Gragert	1	0	0
6 919	Success	06/22/16 4:05PM	9186064961230.csv	1230.csv	Nora Gragert	1	0	0
7 917	Success	06/22/16 9:10AM	9166049631639.csv	1639.csv	Nora Gragert	1	0	0
8 915	Success	06/22/16 8:44AM	9146049081646.csv	1646.csv	Nora Gragert	1	0	0



21	<p>The Error Log will show</p> <p>SCPRS Error Page</p> <p>Error Transactions</p> <table><tr><th colspan="5">Errors</th><th>Pe</th></tr><tr><th></th><th>Business Unit</th><th>Purchase Document #</th><th>DGS Billing Code</th><th>Field Name</th><th>Message Text</th></tr><tr><td>1</td><td>0840</td><td>1111112</td><td></td><td>DGS Billing Code</td><td>The Field value is not a valid prompt v</td></tr></table>	Errors					Pe		Business Unit	Purchase Document #	DGS Billing Code	Field Name	Message Text	1	0840	1111112		DGS Billing Code	The Field value is not a valid prompt v
Errors					Pe														
	Business Unit	Purchase Document #	DGS Billing Code	Field Name	Message Text														
1	0840	1111112		DGS Billing Code	The Field value is not a valid prompt v														
22	From the CSV file used for the upload, delete all line items that DO NOT have an error.																		
23	Correct the errors, or contact SUPER Team at eprocure@dgs.ca.gov for assistance.																		
24	Once errors are corrected, return to Step 1 of this guide.																		
25	If there are no Errors, the SCPRS Upload is complete.																		